



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 12.15**

**Subject: Advancement of Proposed Release Date for Return To Home Placement**

**Supersedes:** DCS 12.15, 11/01/02

**Local Policy:** No

**Local Procedures:** No

**Training Required:** No

**Applicable Practice Model Standard(s):** Yes

**Approved by:**

**Effective date:** 09/01/00

**Revision date:** 04/01/05

### **Application**

To All Department of Children's Services Employees at Youth Development Centers, DCS Group Homes, Home County Case Managers and Case Managers with Juvenile Justice Responsibilities

**Authority:** TCA 37-5-106

### **Policy**

When a special hardship circumstance exists, an indeterminately committed delinquent youth may be recommended for an advancement of his/her release date for return to home placement prior to the completion of his/her individualized treatment plan.

### **Procedures**

**A. Process for requesting an advancement in return to home placement**

1. Under hardship circumstances an indeterminately committed delinquent youth's treatment team may make a recommendation to advance a youth's return to home placement release date. Such hardship circumstances include, but are not limited to:
  - a) Death of immediate family member(s),
  - b) A major medical problem,
  - c) Relocation of family out of state,
  - d) Educational opportunities (depending on

circumstances),

2. As soon as the hardship circumstance becomes an issue, the responsible case manager must work in conjunction with the home county case manager. Any significant information related to the hardship shall be documented in TN Kids.

**B. Process for  
approving request**

1. Upon receiving a request for advancement of release date to home placement due to hardship circumstances, the home county case manager must verify the circumstances relating to the need for an advanced release date.
2. The results of the investigation must be reported to the youth's case manager and home county case manager's immediate supervisor.
3. In all cases, the home county case manager and the other members of the youth's treatment team must agree that the advancement of release date is in the best interest of the youth.
4. In all cases, the home county case manager must notify the committing court of the proposed advancement date and the reasons for advancing the date.
5. If the proposed date does not allow sufficient time for the required fifteen-day (15) waiting period, oral approval from the Court must be obtained prior to the youth's release.
6. Oral approval from the Court must be documented in the TN Kids case recordings and by e-mail or fax to the case manager.
7. The Commissioner must approve all cases of advancement of release date, and forms *CS-0041, Notification of Proposed Home Placement* and *CS-0130, Release to Home Placement*, must be completed according to DCS policy [12.1, Return to Home Placement](#).

## **Forms**

CS-0130	Release to Home Placement
CS-0041	Notification of Proposed Home Placement

## **Collateral Documents**

*DCS Policy 12.1, Return to Home Placement*

## **Standards**

ACA 3-JTS-5I-10

DCS Practice Model Standard – 8-306